  
**Assessment Committee Minutes**  
Tuesday, April 5 2022, 12:30 pm-1:20 pm  
<https://cccconfer.zoom.us/j/91697291171>

***Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The college achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.***

**Required Membership:**  (Attended = marked with “X”, Partial Attendance “P”)

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| Adán M. Olmedo, Assessment Coordinator & English Rep  Nancy Cayton, Assessment and Curriculum Specialist  Jenny Gough, American Sign Language Rep  Vacant, Arts and Cultural Studies Rep  Benjamin Allen, Business/CIS/Economics Rep  P Fatima Shah, Counseling Rep  Sepi Hosseini, ESOL Rep  Heather Dodge, Library/LIS Rep | Kelly Pernell, Mathematics Rep  Juan Miranda, Modern Languages Rep  Vacant, Multimedia Arts Rep  Pieter de Haan, Sciences Rep  Susan Khan, Social Sciences Rep  Kuni Hay, Vice President of Instruction P Laura Ruberto, TLC Coordinator |

**Guests:** Joseph Bielanski

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Meeting called to order (A. Olmedo) | 12:31 p.m. | | |
| 1. Approval of Agenda (A. Olmedo) | Motion to approve: J. Miranda; 2nd: H. Dodge |  | 9 yeas, 0 noes, 0 abstentions |
| 1. Approval of [3/1/22 Minutes](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/ETjJ5_1AJBlEsbmux0tGZkgBXos4sJHcfadiQ83oacj4wQ?e=LI7DTL) (A. Olmedo) | Motion to approve: K. Pernell; 2nd: B. Allen |  | 10 yeas, 0 noes, 0 abstention |
| 1. Public Comment (5 min.) | None |  |  |
| 1. Report on [Ethics and Personal Responsibility ILO](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EefuNaBJN0FOodTzCS8TcZgB0SG8IkB24_6i_9kw-XT2yQ?e=4Zn6BL) Participation Recruitment (Liaisons and A. Olmedo) | J. Miranda reported that he has not yet contacted the members of his department about this, but will do so soon. | J. Miranda will contact department faculty |  |

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| **Agenda Item** | **Discussion** | **Follow-up Action** | **Decisions (Shared Agreement/Resolved or Unresolved?)** |
| 1. Report on [in/complete scheduled Fall 2021 assessments](https://peralta4-my.sharepoint.com/:x:/g/personal/ncayton_peralta_edu/EWqWywIXLM9MkZ84CEEVvCoBft-owDyqQqtd3Vug1ZRJUQ?e=FF06Bs) and review Spring 2022 schedule (A. Olmedo) | J. Miranda reported that he discussed course SLO assessment for Spring 2022 at the department meeting and faculty generally agreed to participate. He also noted that some courses scheduled for assessment are not being offered. He will update the department schedule to note which courses this applies to. | J. Miranda will update department assessment schedule |  |
| 1. Planning for Communication ILO (Fall 2022 Data Collection) | [Draft ILO rubric](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EWP5kIB1dXxOh6vYHsnVUNoBrZt3PJ66HYby1j57tzoBcA?e=alY8qu) was reviewed. Motion to approve rubric: H. Dodge; 2nd: K. Pernell.  It was noted that when asking people to use the rubric that it should be made clear that “N/A” can be used if not every category applies. |  | 9 yeas, 0 noes, 1 abstention |
| 1. Assessment of IGETC & CSU Breadth Certificates of Achievement (All) | Current draft of the [assessment matrix](https://peralta4-my.sharepoint.com/:x:/g/personal/ncayton_peralta_edu/EdeTrzEVuINMotV9OF1gSmoBGMoZ3oCOZtotQoMSy23g-Q) was reviewed. Liaisons should actively recruit members of their departments to review and help complete the matrix. | A. Olmedo will follow up with Arts & Cultural Studies and Multimedia because they don’t have Liaisons. |  |
| 1. Other/Announcements | A. Olmedo announced that he will no longer serve as Assessment Coordinator once the semester ends. He will process any SAO/SLO proposals submitted in Curriqunet by the deadline of 6/3/22. [Here’s the job description](https://peralta4-my.sharepoint.com/:w:/g/personal/ncayton_peralta_edu/EY7fO1Nmz75Ni8lS7UTMhjEBCUuWUGa7g5F46kRGFaCiDw?e=TRoT4h). | Anyone interested in being the Assessment Coordinator, contact VP Hay and Nancy Cayton as soon as possible. |  |
| 1. Meeting adjourned | 1:16 p.m. | | |
| Next Meeting: | April 19, 2022 | | |
| Fall 2021-Spring 2022 running totals (*inclusive of* 3/1/2022 meeting) | Member attendance: 109/144 (76%)  Guest attendance: 9  Action items/resolutions passed (not counting minutes and agenda approvals): 7 | | |